CSIS DAYS 2020: Annual Meeting of Inter-University Research Activities Abstract Submission Guidelines

Center for Spatial Information Science (CSIS) will hold its annual meeting. This is an open meeting and we publicly invite presentations. Please note that your abstract will be preliminarily reviewed to assure that it meets these requirements: the content is not too commercial, and the research is related to spatial information science. For this review and preparation of research abstracts collection, applicants need to submit an abstract including tables and figures by the deadline. If you wish to make a presentation, read the following guide carefully and submit your abstract.

[Notes]

- If the format of submitted manuscript substantially differs from the specified format, some modifications will be required. Also, we may make some minor modifications to the format if necessary. Submitted manuscripts will be published in the research abstracts collection and on CSIS's website.
- To increase efficiency of your editorial work, prepare your manuscript by overwriting the following manuscript sample.

http://www.csis.u-tokyo.ac.jp/blog/research/csis-days-2020/

[Schedule/Venue]

- Abstract Submission Deadline: (Fri) September 25th, 2020
- CSIS DAYS 2020: (Fri) 20th (Sat) 21th November, 2020

Venue: TBA.

* Regarding to the restrictions of activities caused by COVID-19, there is a possibility that the conference format will be changed to an online virtual conference alternative to the onsite conference.

[Format]

File format must be MS-WORD (both .doc and .docx are acceptable).

- File name must be the name of representative in alphabet.
 - *Be sure to make the file name in this order: Family name + Given name Example: KashiwaTaro.doc
- All figures in the manuscript must have a resolution of at least 400dpi.
- If you insert an Excel table into your manuscript, paste it as a picture (Enhanced Metafile).
- Please also submit a PDF file for confirmation.

The MS-WORD settings should be as follows.

- Number and Size of Pages: One page, A4
- Margin Setting: Top: 25mm, Bottom: 20mm, Left: 20mm, Right: 20mm
- Column Setting:
 - o Title, author name, affiliation, contact information, and web must be in single column.
 - o Body text must be in double column.

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- Figures may be in either single column or double column (<u>single</u> column is preferable). Note: Affiliation includes department, university, or organizational affiliation (company, government offices, or municipality).
- Horizontal Writing
- Font:
 - o Title: Japanese: MS P Gothic, 12pt, Alphanumeric: Arial, 12pt
 - o Except for Title: Japanese: MS P Mincho, 10pt, Alphanumeric: Times New Roman, 10pt
- Use comma (,) and period (.) for punctuation.
- To increase efficiency of your editorial work, prepare your manuscript by overwriting the following manuscript sample.

http://www.csis.u-tokyo.ac.jp/blog/research/csis-days-2020/

• Purpose of Research Abstracts:

Please consider research abstracts as leaflets to introduce your research. You can prepare an abstract by simplifying your past presentation or you can develop your research abstract into an academic paper for a conference. The content of research abstracts must be easily understandable and interest new students and the general public. For that purpose, prepare your manuscript in consideration of the following points.

- (1) Abstracts should be visually understandable. Be sure to insert at least one map or figure (graph, schematic illustration, etc.). Since the abstract will be printed on an A4 paper, if you use more than one map or figure, please take account of their size.
- (2) Captions for maps or figures should be easily understandable.
- Basically, the title of each section in the abstract must be chosen from the following (slight difference is acceptable).
 - (1) Objective, Motivation, Purpose, etc.
 - (2) Approach, Methods, etc.
 - (3) Significance, Novelty, Utility, Originality, etc.
- *If you made a presentation in CSIS DAYS before, please clarify the point developed from the previous presentation.
 - (4) Characteristics
 - (5) Results
- * If you made a presentation in CSIS DAYS before, please clarify the point developed from the previous presentation.
 - (6) Data
 - (7) Software
 - (8) Acknowledgements

If you use the spatial datasets provided by CSIS, please make sure to mention that in this section as the following instruction.

If the author has made a related presentation in the past and has the literature, please mention that as a related literature (not compulsory). Citation of the related literature in the body text is not required.

(9) References

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The literature cited in the body text must be listed as a reference.

The method of listing references should be in accordance with the manuscript preparation guidelines of GISA (Geographic Information Systems Association of Japan). http://www.gisa-japan.org/file/riron.pdf

- Section number and title must be described in bold font as "(1) aaa: ".
- Manuscripts must be written in Japanese or English.
- Captions for figures must be described as "Figure 1: aaa" or "Figure 1(a):bbb".
- Prepare your figures taking into consideration that the research abstracts collection will be published and posted on the website in color.
- If you use the spatial datasets provided by CSIS, please make sure to mention that in the section of acknowledgement.

Example: This research was the result of the joint research with CSIS, the University of Tokyo (No. 000).

*Please refer to the online research abstracts collection of CSIS DAYS 2005-2019.

http://www.csis.u-tokyo.ac.jp/blog/research/symposiums/

*If a speaker is not the first author, put "o" before the name of speaker.

Example: Takashi Oguchi, OKaoru Sezaki, Takaaki Takahashi

[How to Submit an Abstract]

*Please make sure to check your manuscript against the "checklist" before submission.

We use EasyChair for our online abstracts submission system.

Instructions for submitting abstracts to CSIS DAYS 2020

 Access CSIS DAYS 2020 EasyChair site below. https://www.easychair.org/conferences/?conf=csisdays2020

*If you do not have an EasyChair account, click "create an account".

2. Enter your user name and password, then click "Log in".

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Log in to EasyChair for CSIS DAYS 2020





Submission of new papers for CSIS DAYS 2020 is open.

- 3. Click "New Submission" in the upper left.
- 4. Enter all authors' information <u>in Japanese</u>. (For foreigners, it can be in English.) Check "corresponding author" for the representative. And check "speaker" for the speaker. If there is insufficient entry field, click "Click here to add more authors".

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Author Information

For each author please fill out the form below. Some items on the form are explained here:

- Email address will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- Web page can be used on the conference Web pages, for example, for making the program. It should be a Web page of the
 author, not the Web page of her or his organization.
- Each author marked as a corresponding author will receive email messages from the system about this submission. There must be at least one corresponding author.



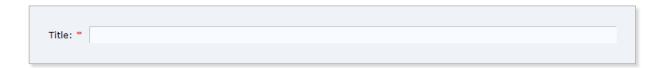


5. Enter the title of your abstract in Japanese (or English) in the "Title" field. Then, enter at least three keywords in the "Keywords" field. Please put each keyword on a new line.

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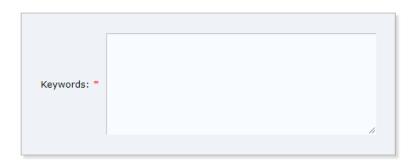
Title

The title should be entered as plain text, it should not contain HTML elements.



Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.



6. Upload your abstract in MS-WORD format (and PDF format). It is not necessary to upload your presentation slide at the time of submission.

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oth the poster	表資料(スライド)の双方を準備しないといけないことを確認しましたか? to make both poster and short oral presentations. Have you confirmed on preparing and slide?
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○ いいえ No	
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- 7. After checking the entry, click "Submit".
- 8. You can upload or replace your abstract until the submission deadline (Friday, September 20th, 2020). Login to EasyChair system and click "Abstract <research abstract number>" in the upper menu, then click "Submit a new version" to upload and replace your abstract. The submission procedure has now been completed.

[Other Items]

ľ	other items.
	We will check the following points and let you know if it is acceptable to make a presentation in
	CSIS DAYS 2020.
0	Is the research related to spatial information science?
0	Is the content not commercial-oriented?
0	Is it consistent with the purpose of this meeting?
0	Is it prepared in the specified format?
0	Is the content not almost the same with the past presentation in CSIS DAYS?
0	Is there any novelty?
	If the number of submitted abstracts exceeds the limit, we will comprehensively evaluate the
	abstracts and some abstracts may be rejected.
	The accepted abstracts will be published on the website of CSIS DAYS 2020 as online research
	abstracts collection.
	In order to publish the research abstracts collection, some modifications may be made to the
	abstract except its content without author's consent: the layout of tables and figures, the format
	including linefeed, page margins, and typographical errors and omissions, etc.
	Presentation Style
0	Oral presentation: 5 minutes (12 presentations per session)
	Poster presentation: 45 minutes (1 session)
0	All presenters must make both oral and poster presentations.
0	Detailed explanation and a time for discussion will be provided in the poster presentations
	scheduled after the oral presentations.

- B1 size panels and pushpins will be provided.
- o If you need a table to place a PC for demonstration, please let us know.
- ☐ Excellent Joint Research Presentation Award / Research Encouragement Award
- We will comprehensively evaluate the content, presentation, and poster of the abstract and give the Excellent Joint Research Presentation Award to excellent joint researches using JoRAS.
- We will also evaluate the scientific novelty and significance for spatial information science and give the Research Encouragement Award to excellent researches among all the presentations.

[Contact]

CSIS DAYS 2020 organizer days20office@csis.u-tokyo.ac.jp

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